FOR MYSORE STATE

Development (1953) Department.

(Rt) SERIES.

Passed vide 2151 supra

G.O. NO. 891

Dated 9.9.53

[Despatch Abstract.]

P.W.R. - D.S.S. & A Bd. S. Kamara - Instituted by Hon'ble Director of Employment Exchanges Review of Inspection reports. Papers secorded

From
S-i S.A. Qadir, I.A.S.,
Regional Director of
Resettlement & Employment,
1/6, Nungambakkam High Rd.,
Madras.6.

To
The Secretary to Government,
Development Department,
Fort St. George,
Madras.9.

No. Rc.4025/53-A dated 20-8-53.

Sir,

Sub:- INSPECTION - D.S.S.&A.Bd., South Kanara by Sri K.T.N.Nambiar, Asst.Director of Employment Exchanges on 21-6-53 - Review of the Inspection report - submitted.

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A copy of the above Inspection report and a copy of the compliance report thereto received from the Secretary, DSS&A.Board, South Kanara are forwarded herewith. It may please be seen from the above that all the defects pointed out in the Inspection report have been duly noted or rectified by the Secretary, South Kanara Board except the item of work connected with the distribution of Medals and Stars. In this connection I am to report that the Government have been pleased to sanction the post of an additional Lower Division Clerk for the above D.S.S.&A.Board for 3 months Vide G.O.Ms.No.3701 dated 10-8-53 and that with the appointment of the additional staff the arrears in this branch of work are expected to be cleared off by the end of the above 3 months. I have also prescribed a fortnightly progress report to watch the

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progress of the work. I have no further remarks to offer

Yours faithfully,

for Regional Director.

Encls: 3. Sheet

Notes of Inspection of the District Soldiers' Sailors' and Airmen's Board, Mangalore by Sri K.T.N.Nambiar, Assistant Director of Employment, Exchanges, Madras.

President: Sri A.Mahalingam Chettiar, B.A., Collector of South Kanara.
Secretary: Sri K.K.Krishnan, District Employment Officer, Mangalore.

Date of previous Inspection: 21--11--52.
Date of present Inspection: 21--6--53.

Location: The Office of the D.S.S. & A.B., South Kanara is accommodated in a portion of the Collector's Office along with the District Employment Exchange, Mangalore. The location is suitable and the Office is accessible easily to all ex-servicemen and their parties visiting Mangalore and the accommodation provided is adequate.

Staff: There has been no change in staff. Sri A.Abubaker who was the Secretary at the time of the last Inspection is on leave at present and Sri K.K.Krishnan, A.E.O., is in additional charge, from 26-4-53 A.N.

Correspondence Work: This Board received 1830 papers since last inspection, that is during a period of seven months. When compared to the average No. of papers received during a month prior to the last inspection, the receipts have been steady. A separate Distribution Register is maintained by the Board since the last inspection. Receipts are registered in this by the Head Clerk of the District Employment Exchange and then the papers are handed over to the clerk of the D.S.S. & A.B. for taking action. The Personal Register of the clerk is not maintained satisfactorily. Pending files are kept in the Personal Register. This practice should be given up forthwith. The practice of pasting circulars issued by the M.S.S.S. & A.B. regarding personal registers in the Personal Register of the Clerk should also not be continued. A separate stock file should be maintained for all the instructions issued by the Board. As far as possible appropriate forms should be used for the Personal Register. In certain volumes of the Personal Register the former for Periodical Register was used. This is not satisfactory. In certain cases it is revealed that reminders have not been issued for a long time where replies were pending. e.g.,

711/53	- No reminder issued after	10-4-53.
712/53	- - do -	21-3-53.
718/53	- - do -	21-3-53.
792/53	- - do -	4-4-53.

In the Personal Register, the dates of submission and return to clerk of replies received are not being shown at all. e.g.,

1209/53	received on	21-5-53.
986/53	"	3-4-53.
920/53	"	14-4-53.
1034/53	"	29-4-53.
970/53	"	21-4-53.
922/53	"	23-4-53.

The correct procedure has been explained to the clerk in person and he has been instructed to follow it in future. The Personal Register is not maintained neatly. The Running Note File reveals that the clerk notes down the pending current Nos. and submits it to the Secretary makes some remarks about the volume of pendency without actually checking the Personal Register. If the Secretary had been checking the Personal Registers regularly, these

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B defects stated above could have been rectified. The Secretary should regularly check the Personal Registers and record his notes of inspection in the running note files pointing out specifically the defects and omissions noticed

Pension Cases: The following is a statement of the pension cases handled by this Board:

	Disability.	Family.
No. of cases dealt with.	331	159
" sanctioned.	155	110
" rejected.	155	41
" pending.	7	7
" transferred.	12	1
No. of Jangi Inams awarded.	2	-
No. of pending enquiry awards.	-	1

E It is found that there has been delay in filing papers in the concerned file. e.g., a paper received on 4-6-53 relating to the Family Pension case of one Shivmul has not been filed till to-day i.e., 21-6-53. Papers are likely to be lost if not filed promptly. Action on pension papers has not been systematic. When it was known that man is invalided out of the Armed Forces with disability over 20%, action on the part of the Board for the grant of a disability pension should be prompt. When ex-servicemen do M not respond to the first call notice, the Board should not sit back and wait till he comes. It is likely that the first call letter might not have reached him and therefore another one should be issued. The Secretary should pay more attention to get the Pension Claims settled more expeditiously.

Accounts: This Board maintains the following Accounts Registers:-

1. Cash Account Book to exhibit the accounts of pay of establishment and grants from the various Welfare Fund.
2. Permanent Advance Register for Office Contingencies.
3. Permanent Advance Register for Welfare Contingencies.
4. Stamp Account Book.
5. Individual Account of Grantees.
6. Register of cheques and Money Orders received.
7. Disbursing Officer's Register of Expenditure and Liabilities.

The accounts are maintained satisfactorily. The Accounts of the Board were audited in December 1952 and the result of the audit was considered satisfactory. The balance in the Bank on the day of inspection was Rs.1,055/- of which Rs.1,050/- were in respect of M.A.C. Grants due to Ex-servicemen and Rs.5/- due to interest accrued in the old Post Office Savings Bank Account. The Cash balance was Rs.38/- which consisted of Rs.37/5/- which is the balance in the Permanent Advance Welfare and Rs.1/1/- whi is the cash balance in the Permanent Advance (Government). The cancelled vouchers should be pasted in a Guard Book and retained

Relief Grants: Given below is a statement of the relief grants recommended and granted during the last seven months i.e., the period after the last inspection:-

	Recommended.	Granted.
M.S.M.B. Fund.	1	Nil.
A.C.W. Fund.	14	3
Flag Day Fund.	13	11
M.A.C. Fund.	21	18
R.I.M.B. Fund.	Nil	Nil.
I.A.F.B. Fund.	2	Nil.

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Educational Concessions: In 1953 this Board has issued 35 eligibility certificates for educational concessions to the children of ex-servicemen. The rush for certificates will start shortly after the reopening of Schools and Colleges. A Special Register is maintained for this.

Assignment of Lands: 35 Bonafide Certificates were issued to ex-servicemen in connection with the application for assignment of land since the last inspection. The Board has information only about the assignment of land to 42 ex-servicemen upto 31st March 1953 from the inception of this Board.

Medals and Stars: A Special Register has now been opened and the medals and stars received in 1953 have been accounted for in it. There is no such Register for those received prior to 1953. The statement below will show the account of receipts and disbursements of medals and stars:-

	In 1950-51.	1951-52.	1952-53.
Medals received.	1010	8612	107
Medals disbursed so far.	581		
Balance on hand.	3193		

Medals are being distributed through Tahsildars but the extent of success achieved by this method is discouraging.

Taluk Committees: Reports received from the Tahsildars of the various Taluks showed that Meetings were held in the following Taluks since December 1952 to-date. (i.e., the period after last inspection).

Taluks.	No. of Meetings held.	Taluks.	No. of Meetings held.
1. Puttur.	3	5. Kasargod.	2
2. Udipi.	5	6. Hosdrug Sub Taluk.	1
3. Karkal.	2	7. Bantwal Sub Taluk.	5
4. Mangalore.	3	8. Coondapur.	4

It will be seen that the Taluk Committees have been active in the District unlike in so many other Districts in the State.

Board Meetings: Since the last inspection of this Office, only a Meeting of the Board was held and that was on 26-12-52. The next meeting has been fixed to be held on 24th July 1953. It is gratifying to note that 13 out of the 15 members attended this Meeting. An Ex-serviceman's Rally was held on 4th January 1953 when Genl. K.M.Cariappa, the then Commander-in-Chief addressed the ex-servicemen and distributed presents to ex-servicemen.

Assessment of Performance of Work: Though an improvement has been made in the work of this Board, there is room for a great deal of improvement. The work has to be organised on a systematic basis. Several papers have not been filed properly in the concerned file but are kept in the Personal Registers pending disposals. The disposal of the medals is another item which will involve some extra work. The present clerk has not been able to avail of any casual leave not to speak of earned leave and it is not conducive to the efficiency of the Office. I consider that there is need for an additional clerk to attend to the sorting and despatch of medals and stars as well as rearranging of files, building up of stock files, etc. and I recommend that the Secretary, M.S.S.S. & A.Board may kindly obtain the sanction of the Government for an additional clerk atleast for a period of three months.

30.6.53

(K.T.N.NAMBIAR).
Assistant Director of Employment Exchanges.

Madras.
30-6-53.

30/6/53

COMPLIANCE REPORT BY THE SECRETARY, D.S.S.&A BOARD, SOUTH KANARA ON THE INSPECTION REPORT DATED 30-6-53 OF ASSISTANT DIRECTOR OF EMPLOYMENT EXCHANGE

Location:- No remarks

Staff:- No remarks

Correspondence work:-

Separate file is being maintained to keep all the pending correspondences. No circular letters are being kept in the personal register. There is a pas separate stock file maintained by this office for all the circular letters to go in. The letter referred to and posted in the personal register was "RC 3312/53C dated 12-6-53" of M.S.S.&.A.Board, an interim reply to this office N.Ref.1145/53 dated 21-5-53, which was clubbed with the original reference and was pasted in the personal register. The practice of pasting pending letters in the personal register has since been stopped.

Appropriate forms are being used for the personal register. The periodical register form books were used as personal registers for sometimes, because of the non availability of the printed form books. However, the relevent columns prescribed in the printed form of personal register were maintained in these registers as instructed in M.S.S.&.A.Board letter No. Ro-6818/53-B dated 9-3-53.

The current No."718/53" had already been disposed under this office L.Dis. 718/53 dated 21-3-53.

The pending currents "712/53" and "792/53" have since been disposed under N.Dis. dated 29-6-53 and D.Dis.dated 5-8-53. respectively.

As regards pending current No."711/53" two reminders have since been issued.

The defects pointed out regarding entry of dates of submission and return to clerk of replies received in the personal register have been noted for future guidance.

As far as possible neatness is being maintained in the personal register.

The Secretary is regularly checking the personal register remarking about the old pending currents and calling for the explantaion of the clerk whenever found necessary.

PENSION CLAIMS:-

The defects pointed out regarding filing etc have been noted for future guidance. Reminders have since been issued to the depots concerned in all the pending cases. Out of seven pending cases of disability pensions five cases have since been settled (rejected) and out of seven pending cases of familiy pension one case has since been settled(sanctioned).

Regular follow up is adopted in all the pending cases so that all the pending cases will be settled as expeditiously as possible.

ACCOUNTS:-

Guard books have since been opened to keep the cancelled vouchers separately for Pesmmanent Advance Welfare and Permanent Advance Goverhment.

RELIEF GRANT:- No remark..

EDUCATIONAL CONCESSIONS:- No remarks.

P.T.O.

MEDALS AND STARS:- The difficulty involved in this item of work has already been explained in this office L.Dis. 3202/52 dated 28-1-53 and in No.193/53 dated 22-1-53. A further representation in this connection has also been made in this office L.Dis.1289/53 dated 12-6-53.

BOARD MEETINGS:- No remarks.

ASSESSMENT OF PERFORMANCE OF WORK:-

As far as possible the efficiency of the office is being maintained with the existing clerk. I am confident that definite improvement can be shown in this line on posting an additional clerk as recommended by the Assistant Director Employment Exchange

D3H.

SECRETARY:

Copy to file

pl view
9/9/53

file 3-8 (F)

52-53/10

file 3-8 (F)

file 3-8 (F)

2 Encls from D (P III) Dept

Dy No

Letter No 108040 P III/53-1 dt 9-9-53

To

The Secretary to Govt of India,
Ministry of Defence,
New Delhi (with Encl)

Sir,

Subj: P.W.R. D.S.S.&A. Bd Skannara
Inspection report forwarded

Ref: This Govt's Ltr No 40531 P III
/52-2 dtd 20.6.52.

I am directed to forward herewith a copy of inspection report on the working of D.S.S.&A Bd Skannara together with a copy of compliance report for your information.

6/9/53 8.9.53. 8/9/53 y.

D... Ltr...

V. mpt. II

Dr (Pt II)

Subj. P.W.R. D.E.S & A Bd T.S. Kamara – Inspection by ASBI Director of Employment Exchanges – Review of inspection report. Papers recorded

Ref: From the RD RE hr. No. RC. 4025/53. A dt. 20-8-53

L.O. (R I) No 891 Dr. dt. 9-9-53.

Recorded

6/9/53

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6/9/53

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To

The RDRE. Madras

Copy M. SS. SA BS. Madras

Dw (P III) Dep

(Env 108040)

f. 1-5 cf.

Subj: P.W.R. D.S.S.& A Bd. S. Kamara — Inspection - Review of inspection report.

Ref: From the RDRE Lr No RC. 4025/53 dated 20.8.53

The letter from the RDRE at pp 1-2 and the inspection notes by Asst Dr. of Employment Exchanges on the working of D.S.S. & A Bd. S. Kamara at pp 3-5 cf. may be perused.

The following are the defects pointed out by the Asst Dr.

Personal Register:

It is reported that the maintenance of personal register in this office is not satisfactory. Many defects referred to at 'A' on p 3 cf were pointed out with regard to the Personal Register. Instructions to follow correct procedure have been given to the clerk in person.

It is noticed that the Secy of the Board does not have been checking the Personal Registers regularly and so the maintenance of note Running Notes is not up to the mark. The Secy. was asked to have regular and effective check the Personal Registers.

f. 'A' on pp 3-4 cf

Pension cases.

It is observed that There has been much delay in filing papers in the relevant files. It is also found that action on pension cases has not been systematic. A suggestion as referred to 'E' on p 4 cf has been given by the Asst Dr.

E on p 4 cf

M on p 4 cf

(P.T.O)

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In his assessment of performance of work, the Asst Dir has recommended employing the necessity of an additional clerk to attend to the works concerning Stores and Medals.

The Govt Sanctioned the post of an additional clerk for this B.S for 3 months. The R D R E states that arrears of work would be cleared by the end of the three months.

To watch the progress of the work, the R D R E has forwarded a fortnightly progress report.

The reports pointed have been noted & rectified by the Dy. of the Dt B.S and his compliance report may be perused at pp 7-8 c.f.

The report may be recorded and a copy of the report together with a copy of compliance report may be forwarded to Govt of India for information. Three drafts are submitted below for approval.

6/9/53 8.9.53 8/9/53 S.

Issued as G.O. No 891 dt 9.9.53